

## FSAU Training Process Overview

---

The FSAU manual for developing and delivering training will assist with the instructional design and project management tasks necessary to create a training program.

The process consists of stages, phases, and major deliverables. At the beginning of the manual is a checklist of deliverables and tasks to be completed.

The manual is divided by the same phases: Plan, Design, Build, Deliver and Assess. It also includes an appendix, a collection of samples, and a glossary.

Each phase begins with an overview page. This lists the items or tasks that must be finished prior to the phase (inputs), an overview of the tasks within the phase, and a list of the items or tasks that will be accomplished at the end the phase (outputs). The outputs serve as the “product” of a given phase. Additionally, a flow chart accompanies each phase overview to offer a visual presentation of the tasks to be completed.

The *Appendix* section provides supporting reference materials; the *Sample* section offers examples of materials created by other training teams. At the end of the manual is the *Glossary*, a reference to terminology used within the training development and delivery process.

A process coach can provide further assistance to training teams. A coach supports a training team by answering process related questions, helping navigate the manual, and assisting with completion of job aids and templates. Additionally, a coach can offer best practices and lessons learned from other training projects.

